

Computer Software Piracy Policy

Adopted by the Information Services Board (ISB) on June 12, 2001.

Effective: June 12, 2001

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Purpose

The purpose of this policy is to ensure that Washington state agencies follow the letter and spirit of both state and federal law regarding software licensing. This policy outlines the requirements for agencies for the adoption of procedures to prevent violations of copyright protections.

Statutory Authority

The provisions of RCW 43.105.041 detail the powers and duties of the ISB, including the authority to develop statewide or interagency information services and technical policies, standards, and procedures.

Scope

This policy applies to all executive and judicial branch agencies and educational institutions, as provided by law, that operate, manage, or use IT services or equipment to support critical state business functions.

Exemptions

None.

Policy

State agencies shall adopt procedures to prevent the unlawful acquisition, reproduction, distribution, or transmission of computer software.

State agencies shall establish procedures to ensure that their use of software complies with the law. These procedures may include:

- Preparing inventories of software present on their computers;
- Determining what software they are authorized to use; and
- Developing and maintaining adequate record-keeping systems.

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If an agency becomes aware that its contractors or financial assistance recipients are using state funds to acquire, operate, or maintain software in violation of the law, the agency shall take appropriate measures, including requiring the use of certifications or written assurances.

State agencies shall cooperate with each other in implementing this order and shall share information that may be useful in combating the unlawful use of software. Each agency head shall ensure that:

- Only authorized software is acquired and used on the agency's computers;
- Appropriate staff are educated regarding copyrights protecting software, as well as the policies and procedures adopted by the agency to honor those protections;
- The agency has adequate policies, procedures, and practices regarding copyrights protecting software; and
- All provisions of this Policy are fully implemented.

Within six months of the adoption date of this Policy, state agencies shall submit to the ISB copies of their procedures developed pursuant to this Policy. State agencies that have already submitted their procedures pursuant to the provisions of Executive Order 00-02 need not re-submit this information.

Nothing in this Policy shall be construed to require the disclosure of law enforcement investigative sources or methods, or to prohibit or otherwise impair a lawful investigative or protective activity undertaken by or on behalf of the state.

This Policy is intended only to improve the internal management of state agencies under the ISB's authority. It does not create any right or benefit, substantive or procedural, at law or in equity that may be asserted against the state, its officers or employees, or any other person.

Related Policies, Standards, and Guidelines

[Executive Order 00-02 Computer Software Piracy Model Piracy Policy](#)

Maintenance

Technological advances and changes in the business requirements of agencies will necessitate periodic revisions to policies, standards, and guidelines. The Department of Information Services is responsible for routine maintenance of these to keep them current. Major policy changes will require the approval of the ISB.